



County of San Diego, Planning & Development Services
**MINOR DEVIATION MINIMUM
REQUIREMENTS CHECKLIST**
ZONING DIVISION

Date: _____ Project #: _____

☐ Site Plan ☐ Minor Use Permit ☐ Major Use Permit ☐ Admin Permit

MINOR DEVIATION Intake Requirements (Counter staff verifies the following):

- ☐ Plot Plans consist of Four (4) complete sets; **(Minimum plot plan size is 11" x 17")**
- ☐ Summary table, square footages and cumulative change table has been provided;
- ☐ Detailed description of proposed use/change has been provided;
- ☐ Check ACCELA for any holds, flags, violations / Code Enforcement Notification;
- ☐ Owner signed Minor Deviation Checklist below;

MINOR DEVIATION Compliance Review (Applicant verifies the following):

<u>YES</u>	<u>NO</u>	<u>THE PROPOSED DEVIATION...</u> (Minimum Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	Is clearly described/defined;
<input type="checkbox"/>	<input type="checkbox"/>	Does not exceeds 10% cumulative change rule (Section 7609.d.1);
<input type="checkbox"/>	<input type="checkbox"/>	Changes to architectural elements maintain conformance to approved architectural style (Section 7609.d.2)
<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan shows table that indicates cumulative and proposed changes; <u>(see example on next page)</u>
<input type="checkbox"/>	<input type="checkbox"/>	Obtained DRB or CPG approval if site contains Special Area Designator; and for any signs proposed;
<input type="checkbox"/>	<input type="checkbox"/>	Obtained DPW approval if necessary;
<input type="checkbox"/>	<input type="checkbox"/>	Obtained Fire Department approval if necessary;

If the answer is "NO" to any of the above questions, the Minor Deviation cannot be processed.
Also, I declare that the statements made as part of this application are true and correct.

Applicant's Signature: _____ Date: _____

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(see example of table on next page)

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County of San Diego, PDS, Zoning Division
MINOR DEVIATION MINIMUM REQUIREMENTS CHECKLIST

Continued

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%

*This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.

Any change beyond a cumulative 10% requires a Modification.